

BUSINESS MEMBERSHIP CATEGORIES

- (1) Trade Membership shall be open to any business entity or company that owns a Licensed Food Farm in Singapore.
- (2) Associate Membership shall be open to any local or foreign business entity or company or association whose business is associated with and/or have dealings with food farming, such as material suppliers, solution providers, logistic companies, etc.

1. COMPANY DETAILS (For Business Entity / Company / Association)

Company Name: _____

Registered Business Address: _____

Mailing Address (if different from above): _____

Telephone: _____ Email: _____

Website: _____ Facebook: _____

Company / Business Registration No: _____

Type of Company:

☐ Public Listed Company

☐ Private Limited

☐ Partnership

☐ Sole Proprietorship

☐ Others (Please specify) _____

Authorised Capital: _____ Paid-Up Capital: _____

Year of Incorporation: _____

Country Location of Head Office: ☐ Singapore ☐ Others (Please specify) _____

No. of Employees: _____

Main Business:

☐ Farming

☐ Trading

☐ Farming equipment and services

☐ Others (Please specify) _____

Business Description: _____

Membership(s) in other Trade Organisation(s): _____

Overseas Food Farming Operation(s): ☐ Yes (Please specify countries) _____ ☐ No

2. AUTHORISED REPRESENTATIVE

The appointed authorised representative will be the Recipient of all Business Membership Correspondence and Communication.

Name: ☐ Mr ☐ Ms ☐ Dr _____

Designation: _____

Email: _____ DID: _____

Mobile No: _____ Fax: _____

3. CHIEF EXECUTIVE OFFICER (OR EQUIVALENT)

If CEO (or equivalent) is different from the Authorised Representative:

Name: ☐ Mr ☐ Ms ☐ Dr _____

Designation: _____

Email: _____ DID: _____

Mobile No: _____ Fax: _____

☐ I would also like to receive all Business Membership Correspondence and Communication.

4. BUSINESS MEMBERSHIP CATEGORY: TRADE MEMBERSHIP (For business entity or company that owns a Licensed Food Farm in Singapore)

Business Membership Category:

☐ Trade Membership

Type of Farm:

☐ Food Fish Farm

☐ Livestock Farm

☐ Vegetable Farm

Valid Food Farm Licence No: _____

Food Farm Licence Validity Period: From _____ to _____

Annual Business Membership Fee	Application Fee	Total Fees
\$240.00 + GST	\$60.00 + GST	\$300.00 + GST

5. BUSINESS MEMBERSHIP CATEGORY: ASSOCIATE MEMBERSHIP
(For local or foreign business entity / company / association whose business is associated with and/or have dealings with food farming)

Business Membership Category:

☐ Associate Membership

Annual Business Membership Fee	Application Fee	Total Fees
\$600.00 + GST	\$100.00 + GST	\$700.00 + GST

6. PROCEDURES FOR BUSINESS MEMBERSHIP APPLICATION AND TERMINATION

- (a) Every application for Business Membership shall be made on the application form prescribed by SAFEF.
- (b) The application form shall be submitted to SAFEF with the required document(s):
 - For Trade Membership: A recent copy (within the last 12 months) of the company's Business Profile from Accounting & Corporate Regulatory Authority (ACRA), and Valid Food Farm Licence from Singapore Food Agency (SFA).
 - For Associate Membership: A recent copy (within the last 12 months) of the company's Business Profile from Accounting & Corporate Regulatory Authority (ACRA).
- (c) The application form and required document(s) shall be submitted to **Singapore Agro-Food Enterprises Federation Limited, 2985 Jalan Bukit Merah, #01-01D, SMF Building, Singapore 159457** or secretariat@safef.org.sg.
- (d) Payment of the Application Fee and the first-year's pro-rated Annual Business Membership Fee shall be made via a crossed cheque, bank transfer or PayNow to **"Singapore Agro-Food Enterprises Federation Limited"** upon receipt of invoice from SAFEF.
- (e) All Business Membership applications are subject to the SAFEF Board of Directors' approval. The SAFEF Board of Directors' decision is final and no correspondence will be entertained.
- (f) Business Membership to SAFEF shall cease when a Trade / Associate Member serves written notice to SAFEF of Business Membership termination, which will take effect no less than 30 days from the date of receipt by SAFEF of such notice and after such notice is acknowledged by SAFEF in writing.
- (g) A Trade / Associate Member whose Business Membership has ceased shall not be eligible for re-application to SAFEF Business Membership for a period of two (2) years from the date of cessation unless the Board of Directors decides otherwise.

7. PAYMENT OF APPLICATION AND ANNUAL BUSINESS MEMBERSHIP FEES

- (a) Application Fee and the first-year's pro-rated Annual Business Membership Fee are payable upon receipt of invoice from SAFEF.
- (b) Thereafter, Annual Business Membership Fees are payable in advance on a yearly basis by 31 March for SAFEF's next financial year commencing 01 April, and no refund will be made to any Trade / Associate Member who resigns or whose Business Membership is terminated during SAFEF's financial year (01 April – 31 March).
- (c) Payments made after the due date will be charged at 1% per month till the date of receipt of such payment.
- (d) If a Trade / Associate Member fails to pay his Annual Business Membership Fee or any other monies due and owing to SAFEF within the relevant period as stipulated in the Constitution (which may be amended from time to time), or such other longer periods as the SAFEF Board of Directors may from time to time specify, the Board of Directors may take such action as it deems appropriate, subject to the Constitution (which may be amended from time to time), including but not limited to suspension of all rights, privileges and benefits of such Trade / Associate Members and/or termination of Business Membership.

8. DECLARATION

By applying for SAFEF Business Membership, I confirm the following:

- I agree to the Procedures for Business Membership Application and Termination, and the Payment of Application and Annual Business Membership Fees.
- I certify that the information given is correct and true to the best of my knowledge.
- I have read, have understood, accept and will abide by the SAFEF Business Members' Code of Conduct & Ethics on Page 6.

Signature
Name:
Designation (CEO or Equivalent):

Company Stamp & Date of Application

Name & Signature of Introducer (if any)

Company Stamp

FOR OFFICIAL USE ONLY

Supported by: _____ Date: _____

Approved by: _____ Date: _____

Business Membership Category: _____

Business Membership No: _____

Bank Cheque No / Transaction Reference: _____

Total Fees Paid: _____

Date of Acceptance: _____

SAFEF BUSINESS MEMBERS' CODE OF CONDUCT & ETHICS

As a professional business federation, SAFEF expects all Business Members (Trade Members and Associate Members) to observe and abide by the SAFEF Business Members' Code of Conduct & Ethics, upholding the values, professionalism and integrity of SAFEF.

The SAFEF Business Members' Code of Conduct & Ethics is a condition of Business Membership and applies to all Trade Members and Associate Members, irrespective of their Business Membership category, the role they fulfil, or the jurisdiction in which they live or work.

The SAFEF Business Members' Code of Conduct & Ethics below is taken as accepted by Trade Members and Associate Members upon their submission of Business Membership application to SAFEF.

All SAFEF Trade Members and Associate Members must:

1. Abide by the SAFEF Business Members' Code of Conduct & Ethics.
2. Endeavour to maintain the highest standards of personal and professional conduct.
3. Uphold the reputation and good standing of SAFEF and the agro-food industry, and not act in a manner detrimental to SAFEF and the agro-food industry.
4. Act with dignity, integrity and respect to others.
5. Act within the boundaries of relevant legislation and not transgress any laws.
6. Act in the general interest of SAFEF and must not use their Business Membership to unfairly benefit themselves, their companies, or others.
7. Promptly pay Annual Business Membership Fees as part of continued Business Membership.
8. Promptly inform SAFEF of any change to their contact details.
9. Support SAFEF's efforts to represent, promote and advance the agro-food industry in Singapore.
10. Not commit SAFEF in any way and/or use SAFEF's name or logo unless authorised to do so by SAFEF.
11. Not make any statement on behalf of SAFEF or purport to represent SAFEF through any medium unless authorised to do so by SAFEF.
12. Not issue through any medium any malicious, inflammatory, critical, defamatory, abusive or threatening messages or statements in relation to SAFEF.

In the event of any breach of or non-compliance by a Trade / Associate Member to the SAFEF Business Members' Code of Conduct & Ethics, SAFEF reserves the right to take appropriate action against the culpable Trade / Associate Member including, but not limited to, exclusion from SAFEF events, removal from SAFEF premises, suspension of Business Membership benefits and privileges, and/or termination of Business Membership of the culpable Trade / Associate Member, without liability to refund to such culpable Trade / Associate Member any amount of Business Membership / Participation Fees paid in advance, whether in full or in part.

SAFEF reserves the right to amend the SAFEF Business Members' Code of Conduct & Ethics anytime without prior notice.

Business Membership to SAFEF is taken as confirmation that the Trade / Associate Member has accepted and will abide by the SAFEF Business Members' Code of Conduct & Ethics, which may be amended from time to time.